DOCUMENT RESUME

ED 420 270 HE 031 327

TITLE	Financial Reporting for Public Institutions in New Mexico.
INSTITUTION	New Mexico Commission on Higher Education.
PUB DATE	1997-12-18
NOTE	79p.
AVAILABLE FROM	New Mexico Commission on Higher Education, 1068 Cerrillos Road, Santa Fe, NM 87501.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	*Accounting; *Budgeting; *Educational Finance; *Expenditures; Higher Education; Income; Public Colleges; Recordkeeping; Reports; *State Colleges; State Standards; *State Universities
IDENTIFIERS	*Financial Reports; *New Mexico

ABSTRACT

This manual is intended to provide public institutions of higher education in New Mexico with a consistent and uniform system for treating institutional finance data. Part 1 presents accounting principles for fund accounting, restricted and unrestricted funds, accrual accounting, and handling other charges and revenues. Part 2 provides general information and definitions on structure, classification of current fund revenues and expenditures, summary exhibits, current funds, expenditures by object item, the full-time equivalent employee, plant funds, and legislative requests. Part 3 explains budget summary exhibits, including current and plant fund summaries and details of transfers. Part 4 covers various current funds categories: student tuition and fees, governmental appropriations, government grants and contracts, private gifts and contracts, endowment and other income, expenditures for instruction, academic support, student services, institutional support, plant operation and maintenance, research, public service, intercollegiate athletics, and independent operations. Part 5, on plant funds, covers capital outlays, renewals and replacements, and retirement of indebtedness. The final section explains how to use the information exhibits, such as a summary of current funds revenue by source, a summary of salaries in current funds, proposed salary increases, salaries of principal officers, and investment in plant. Appendices list the specific programs to be included in various categories. (DB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 420 270

NEW MEXICO COMMISSION ON HIGHER EDUCATION

FINANCIAL REPORTING FOR PUBLIC INSTITUTIONS IN NEW MEXICO

December 18, 1997

HE 031 327

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY
New Mexico Commission on Higher Education
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

COMMISSIONERS

Ronald Toya, Chairman
District 1, Albuquerque (2001)

Thomas M. Gale, Vice-Chairman
District 7, Las Cruces (1999)

Russell Knudson, Secretary
District 9, Portales (2001)

Joan Heinsohn
District 2, Albuquerque (1999)

Billie Jean Thompson
District 3, Albuquerque (2001)

Lawrence Schissel
District 4, Santa Fe (2001)

Gary Risley
District 5, Bloomfield (2003)

Jerry A. Armijo
District 6, Socorro (2003)

James D. Harris
District 8, Alamogordo (2003)

John Davidson
District 10, Raton (1999)

Thomas B. McDonald
At-Large, Albuquerque (2003)

Patricio Quintana
At-Large, Las Cruces (2003)

Jane Shipp
At-Large, Bosque Farms (2003)

Linda Kluck, Voting
Student, Santa Fe Community College (1998)

Lynn Chumbley, Non-Voting
Student, New Mexico State University (1998)

INTRODUCTION

Chapter 30, Laws of 1974 (Section 21-1-33, NMSA 1978), mandated the development of an accounting, budgeting and fiscal reporting manual for New Mexico institutions of higher education. As required by statute, the contents of this manual have been approved by the Commission on Higher Education and the legislative Finance Committee.

The original development of this manual was a cooperative undertaking involving the fiscal officers of several higher education institutions; the staff of the Commission on Higher Education, the Department of Finance and Administration, the Legislative Finance Committee, and the State Auditor; and representatives of some private auditing firms.

The primary authority on which revisions to this manual were based is the Financial Accounting and Reporting Manual for Higher Education; Release 96-4; National Association of College and University Business Officers and KPMG Peat Marwick; 1996.

The accounting principles set forth in this manual provide for a consistent and uniform system of treating institutional finance data. Specific instructions for developing budgets are to reflect the application of these accounting principles and are the guidelines that should be followed in reporting the financial data.

Revisions to the manual, if necessary, are to be considered every year during the two months immediately following the legislative session, and these revisions should be incorporated in the preparation of the following year's operating budget.

TABLE OF CONTENTS

Part 1 - Accounting Principles 1
Fund Accounting 1
Restricted and Unrestricted Funds 1
Accrual Accounting 3
Particular Matters 4

Part 2 - General Information and Definitions 7
Structure 7
List of Budget Exhibits 8
Classification of Current Funds Revenues 10
Classification of Current Funds Expenditures 10
Summary Exhibits for Current Funds 12
Summary Budget Exhibits 12
Definitions for Current Funds 13
Expenditures by Object Item 13
Full-Time Equivalent Employee 15
Transfers 16
Definitions for Plant Funds 17
Legislative Requests, Operating Budgets, and Report of Actuals 17

Part 3 - Budget Summary Exhibits 19
Summary of Current and Plant Funds 19
Detail of Transfers 20

Part 4 - Current Funds 22
Summary of Instruction and General 22
Student Tuition and Miscellaneous Fees for Instruction and General 23
Governmental Appropriations for Instruction and General 25
Government Grants and Contracts for Instruction and General 26
Private Gifts, Grants, and Contracts for Instruction and General 27
Endowment Income, Land Income, and Permanent Fund Income 28
Sales and Services of Educational Activities 29
Other Sources of Revenue for Instruction and General 30
Expenditures for Instruction and General 31
Expenditures for Instruction 32
Academic Support 34
Student Services 36
Institutional Support 38
Operation and Maintenance of Plant 40
Student Social and Cultural Development Activities 42
Research 43
Public Service 44

Internal Service Department 45
Student Aid Grants and Stipends 46
Auxiliary Enterprises 47
Intercollegiate Athletics 48
Independent Operations 49

Part 5 - Plant Funds 50
Capital Outlay 50
Renewals and Replacements 51
Retirement of Indebtedness 52

Part 6 - Information Exhibits 53
Summary of Current Funds Revenue by Source 53
Summary of Salaries in All Current Funds 55
Proposed Salary Increases 56
Tuition, Summer Session, Required Fees, Revenue from Fees 57
Salaries of Principal Officers 58
Perkins Student Loan Fund 59
Investment in Plant 60

Appendices 61

Part 1

ACCOUNTING PRINCIPLES

Unless otherwise specified, the accounting principles described in the National Association of College and University Business Officers' (NACUBO) Financial Accounting and Reporting Manual for Higher Education are to be followed by public institutions reporting financial information to the New Mexico Commission on Higher Education. For guidance in the reporting of new or emerging matters that may not be specifically addressed in this document, institutions should follow the recommendations provided by NACUBO.

Fund Accounting

The fund accounting system, generally accepted for use in institutions of higher education, is to be used. This system accounts for the total fiscal operations of an institution in a series of self-balancing fund groups as follows:

Current Funds	Unrestricted
	Restricted
Loan Funds	
Endowment and Similar Funds	
Annuity and Life Income Funds	
Plant Funds	Unexpended
	Renewals and Replacements
	Retirement of Indebtedness
	Investment in Plant
Agency Funds	

The budget includes Current Funds and Plant Funds other than Investment in Plant. The budget also reflects transactions between these budgeted funds and the other fund groups. For those fund groups included in the budget, the year-end financial statements can be reconciled with the information reported in the budget document.

Restricted and Unrestricted Funds

Restricted funds are funds restricted by outside agencies or donors as to use. Such funds are to be contrasted with unrestricted funds over which the institution has control and freedom as to use.

Restricted funds are to be taken as receipts directly to the fund appropriate to the particular restriction involved. Thus, funds restricted by the outside source to use for student loans are taken as receipts to Loan Funds, and funds restricted to use for a particular building project are taken as receipts to Capital Outlay Plant Funds. If the outside source instructs that the funds are to be invested in perpetuity, with only the earning from the investment being expended, then the funds are taken as receipts to Endowment Funds. If the outside source restricts the funds to use for operating expenses of a particular research program or a particular instructional program, then the funds are taken as receipts to Restricted Current Funds. The only receipts to be taken directly to funds other than Unrestricted Current Funds are receipts restricted to those other funds.

All unrestricted funds are to be taken as receipts to Unrestricted Current Funds. Current Funds are classified into subcategories as follows:

Instruction and General
Student Social and Cultural Development Activities
Research
Public Service
Internal Service Departments
Student Aid Grants and Stipends
Auxiliary Activities
Intercollegiate Athletics
Independent Operations

Unrestricted funds are to be taken to the Instruction and General subcategory of Current Funds, except in cases where the funds are clearly applicable to one of the other subcategories. For example, athletics gate receipts are unrestricted current funds and are clearly applicable to the Intercollegiate Athletics subcategory, but an unrestricted private gift is not applicable to any particular subcategory and must be taken to Instruction and General. This is not to say that revenue from private gifts cannot be ultimately applied to other purposes through transfer.

The following are specific instructions for the handling of funds from particular sources, in terms of restricted or unrestricted:

State Appropriations:

State general fund appropriations to the institutions, in most cases, are set forth as a series of items for instruction and general, athletics, educational television, etc. These individual appropriation amounts could be viewed as restricted funds. However, when they are for current purposes, they are to be reflected as unrestricted funds, except that there may be some few exceptional appropriation items which, after consultation with the CHE staff, will be determined to be properly treated as restricted current funds.

Required Student Fees:

Institutions in assessing required fees should treat these fees as unrestricted revenue to the

activity for which the fee was assessed. Proceeds from required student fees used for debt service are to be taken as receipts directly to the Retirement of Indebtedness subcategory of Plant Funds. Proceeds of required student fees used for activities falling within the various subcategories of Current Funds are to be taken as unrestricted current funds revenue in those subcategories.

Interest on Investments:

Earnings from short-term investment of balances are to be taken directly as receipts to the funds in which the balances reside. Thus, interest earned through the investment of balances in restricted current funds is to be reflected as receipts to the restricted current funds in which the balances reside when required by the grantor; otherwise, the interest will be considered unrestricted current funds income. Similarly, interest earned on balances in unexpended plant funds or on debt service reserves or on unloaned loan funds is to be taken as receipts to the funds where the balances reside. Interest earned on unrestricted current funds balances is to be taken as unrestricted revenue to the Instruction and General subcategory of Current Funds.

In the cases of Endowment Funds and Agency Funds, earnings from investments of endowment funds are taken to whatever restricted purpose was specified by the donor or, if the use of the earnings was not specified by the donor, to the unrestricted current funds. Only if the donor specified that earnings were to be added to endowment funds principal would the earnings go to Endowment Funds. In the case of Agency Funds, earning from investment of balances are to be taken as unrestricted revenue to the Instruction and General subcategory of Current Funds.

If investments are pooled, the earnings must be equitably distributed among the funds and exhibits in which the balances reside. This requires that averages over time, of the shares of the invested balances belonging to each fund, must be determined and the earnings allocated in proportion to those averages. The method used for doing this should be reported in the notes to the year-end financial statements.

Accrual Accounting

The accounts are to be maintained and the reports prepared on the accrual basis of accounting. Revenues are reported when earned and expenditures when materials or services are received. Expenses incurred at the balance sheet date should be accrued and expenses applicable to future periods should be deferred. Handling of summer session is an exception to this, because it overlaps the fiscal year end. Revenues and expenditures for summer session are to be reported in the fiscal year in which the majority of the session is conducted or in the fiscal year in which the session ends. Therefore, summer session revenues and expenditures occurring late in the preceding fiscal year may be deferred into the new fiscal year.

Unrestricted current funds generally are earned when they are received, and therefore they are taken as revenue when received, except for funds applicable to a future fiscal period such as prepaid tuition, fees, or auxiliaries charges.

Funds restricted to current funds purposes are to be taken to restricted current funds when received. Such funds will be reflected as revenues in the fiscal year when earned. That is, when expenditures of restricted current funds are made for the purposes to which the funds are restricted by the outside source, then an amount equal to those expenditures is taken as restricted current funds revenue. Balances of unspent restricted current funds will not reflect in the budget, but will reflect in the year-end financial statements.

Under the accrual system of accounting, encumbrances are not carried over from one fiscal year to the next except when considered immaterial by external auditors. Another exception to this is when regulations, for some grants, contracts, or appropriations, specifically require the institution to carry encumbrances under penalty of either losing a grant or the amount of the encumbrance. Other than these exceptions, encumbrances, representing outstanding purchase orders and other commitments for materials or services not received as of the reporting date, should neither be reported as expenditures nor be included as liabilities in the balance sheet. Designations or allocations of fund balances in the financial statements or disclosure in the notes to the financial statements should be made when such commitments are material in amount.

When funds restricted to current funds purposes include an allowance for indirect costs (such as federal research grants or contracts), the recovery of indirect costs is to be taken as unrestricted revenue to Current Funds, when earned. That is, when direct expenditures of the current restricted funds are made for the purposes for which the funds were restricted by the outside source, then the allowed amount of indirect cost recovery associated with these direct expenditures is taken as unrestricted revenue to Current Funds. Indirect cost recovery should be determined and reflected as revenue to unrestricted Current Funds at least quarterly.

Supplies and materials drawn from inventories are to be recorded as expense when issued.

The land income and permanent fund income received by the institution in July is to be reflected as revenue in the prior fiscal year just ended.

<u>Particular Matters</u>

Internal Charges and External Sales:

Provision is made in the budget for reflecting the operations of internal service departments. When the services of internal service departments are utilized by other organizational units within the institution, charges for such services covering full cost, including allowances for maintenance and replacement of equipment, are to be reflected as expenses of the using unit and netted against the expenditures of the service department. Allowances for building renewal and replacement may also be included in

the total costs when practical. The same principle applies when comparable transactions occur between organizational units not involving a recognized internal service department, except that when the service is provided by an auxiliary enterprise or intercollegiate athletics or an independent operation, the internal charge is to be reflected as revenue to the unit providing the service rather than being netted against expense. Also, if the internal transaction represents the sale of a by-product from the instructional, research or service activities of the selling department, such as sales of farm products by the College of Agriculture to the dining hall, the charges should be treated as revenue to the selling department rather than a reduction of its expense. The revenue from external sales of internal service departments should not be netted against expenditures. It should be treated as revenue to the internal service department unit.

External sales by organizational units will be reflected as revenue, in the sales and services category, rather than being netted against expenditures. This principle applies in any case where the sales involves a by-product from the instructional, research, or service activities of the selling department, such as laboratory school tuition, speech clinic fees charged public clients, sales of farm produce from experimental farms, sales of publications, etc. Charges for lost library books, broken laboratory equipment, and the like are properly credited against expense, but when a fee is charged, it should be taken as revenue in the category miscellaneous fees.

In the case of interdepartmental transactions involving use of vehicles, the preferred handling is as an internal service department, with charges covering total costs, including replacement of vehicles. Whether handled as an internal service department or not, the user should be charged with an amount covering total cost, and the charge should be netted against the expenditures of the organizational unit supplying the vehicle or related goods or services.

Central computer centers are to be handled as internal service departments, with all costs recovered through charges either internal or external. The individual user department should be charged, except for instructional departments and programs where a single charge for all instruction and departmental research may be reflected or computer costs may be budgeted by academic department.

Charges for Utilities, Institutional Support, and Plant Operation and Maintenance:

Auxiliary Enterprises, Intercollegiate Athletics, and Independent Operations are to be direct-charged with an appropriate share of utilities costs, Institutional Support costs and Plant Operation and Maintenance costs. Unrestricted research, Public Service, and Internal Service activities reported on exhibits 16, 17, and 18 may also be charged with the types of overhead. In addition, when capital projects utilize resources which are charged to Plant Operation and Maintenance, appropriate charges should be made against the project in Unexpended Plant Funds or Renewals and Replacements and netted against the expenditures for Plant Operation and Maintenance.

Research and Public Service Administrative Units:

The Academic Administration and Personnel Development subcategory within Academic Support is defined as those administrative units providing administrative support and management direction to the three primary missions of the institution: instruction, research, and public service. Different institutions have different organizational structures for accomplishing these functions. In some institutions, entities have been established which are called research centers or bureaus but which actually perform the above functions relative to selected programs of research, public service, and instruction.

Conceptually, all these entities should be included under Academic Administration and Personnel Development, but, to accommodate funding modes, only instructional administrative units should be shown here. Administrative support units for research and public service programs are to be identified and reflected separately within the Research and Public Service categories. These entities should have their administrative functions separately identified and reflected within the Research or Public Service categories.

Equipment Expenses:

An item having a cost of more than $500 and an expected service life of one year or more should be classified as equipment. In unrestricted Instruction and General, expenditures for equipment are to be charged to the organizational units involved if the net unit cost is less than $10,000, and if it is not an initial complement. Net expenditures for units of equipment of $10,000 or more and initial complements are to be charged to Plant Funds Capital Outlay. Net expenditures for units of equipment of $10,000 or more to be used by internal service departments or by auxiliary enterprises should be charged to Plant Funds Renewals and Replacements. Net expenditures for units of equipment less than $10,000 to be used by internal service departments or by auxiliary enterprises should be charged to those activities. In the case of restricted funds in Instruction and General and in Research and Public Service, equipment expenditures should be charged to the appropriate Current Funds budget.

No Depreciation of Plant Assets:

Plant assets are to be carried in the Investment in Plant subcategory of Plant Funds at cost, or fair market value at date of gift or donations. Current Funds are not to be charged with depreciation expense, except in the case of internal charges of internal service departments where the charges include provisions for renewals and replacements.

Investments Reported at Fair Market Value:

Investments are to be reported at fair market value rather than at cost.

Relationship of Budget and Year-End Financial Statements:

Accounts of the institution must be maintained so that the information presented in the budget and in the year-end financial statements can be directly tied to the actual transactional data in the accounts without manipulation other than simple aggregation.

Part 2

BUDGET - GENERAL INFORMATION AND DEFINITIONS

Structure

The budget document is divided into four parts: Budget Summary, Exhibits 1 and 1A; Current Funds, Exhibits 2 - 22; Plant Funds, Exhibits I - III; and Information Exhibits, Exhibits a - g. Provision is made throughout the Current Funds exhibits for the separate identification of unrestricted and restricted funds. The Current Funds exhibits contain four columns providing for unrestricted and restricted data on two budget cycles with each of two submissions during a fiscal year. The Fall submission of the document will contain the final approved unrestricted and restricted operating budgets (supported by the final approved Budget Adjustment Request) and unaudited actual revenues, expenditures, and transfers for the preceding fiscal year. The Spring submission will contain the most recent estimate of unrestricted and restricted revenues, expenditures, and transfers for the current fiscal year and a requested operating budget for the following fiscal year.

The basic components of Current Funds are: functions, categories, subcategories, and organizational units (or cost centers). Each organizational unit is further broken down, for reporting of expenditures, into object item classifications (or object codes). These object item classifications include, for example, salaries, supplies and expenses, travel, equipment, etc.

Budgetary functions are treated as self-balancing units with shifting of funds among them reflected as transfers. Transfers of funds between exhibits within a fund, or between Current Funds and Plant Funds, or between budgeted funds and funds that are not reported in this document (e.g., Loan Funds) are all identified.

Separate, stand alone, budgets for Current Funds are used for individual branch community colleges, off-campus instructional centers, and the UNM Health Sciences Center. Plant Funds items may also be included in these separate budgets.

A list of the budget exhibits is included in the following pages.

List of Budget Exhibits

Exhibit 1	Summary of Current and Plant Funds
Exhibit 1A	Detail of Transfers
Exhibit 2	Summary of Instruction and General
Exhibit 3	Student Tuition and Miscellaneous Fees for Instruction and General
Exhibit 4	Governmental Appropriations for Instruction and General
Exhibit 5	Government Grants and Contracts for Instruction and General
Exhibit 6	Private Gifts, Grants, and Contracts for Instruction and General
Exhibit 7	Endowment Income, Land Income, Permanent Fund Income for Instruction and General
Exhibit 8	Sales and Services of Educational Activities
Exhibit 9	Other Sources of Revenue for Instruction and General
Exhibit 10	Expenditures for Instruction
Exhibit 11	Academic Support
Exhibit 12	Student Services
Exhibit 13	Institutional Support
Exhibit 14	Operation and Maintenance of Plant
Exhibit 15	Student Social and Cultural Development Activities
Exhibit 16	Research
Exhibit 17	Public Service
Exhibit 18	Internal Service Department
Exhibit 19	Student Aid, Grants, and Stipends

Exhibit 20	Auxiliary Enterprises
Exhibit 21	Intercollegiate Athletics
Exhibit 22	Independent Operations
Exhibit I	Capital Outlay
Exhibit II	Renewals and Replacements
Exhibit III	Retirement of Indebtedness
Exhibit a	Summary of Current Funds Revenues by Source
Exhibit b	Summary of Salaries in All Current Funds
Exhibit c	Proposed Salary Increases
Exhibit d	Tuition, Summer Session, Required Fees, Revenues from Fees and Board Rates
Exhibit e	Salaries of Principal Officers
Exhibit f	Perkins Student Loan Fund (NSDL)
Exhibit g	Investment in Plant

Classification of Current Funds Revenues

Current Funds revenues are classified as restricted or unrestricted, by the activities for which they are intended, and by source. Classification as restricted or unrestricted is to be determined in accordance with the rules set forth in the "Accounting Principles" section of this manual. Unrestricted revenues clearly relating to a function other than Instruction and General are to be taken to that function. All other unrestricted revenues are to be taken to the Instruction and General function. The classification by source is according to CUBA and is as follows:

Tuition and Fees
Federal Government Appropriations
State Government Appropriations
Local Government Appropriations
Federal Government Grants and Contracts
State Government Grants and Contracts
Local Government Grants and Contracts
Private Gifts, Grants, and Contracts
Endowment, Land, and Permanent Fund Income
Sales and Services
Other Sources

Exhibits 3 - 9 provide detailed information on revenues for Instruction and General from each of these sources. Revenues by source for the other functions of Current Funds are reflected on Exhibits 15 - 22, each of these exhibits being devoted to one of these other functions.

Classification of Current Funds Expenditures

Current Funds expenditures are classified by restricted or unrestricted, by function, by organizational unit (cost center), and by object item. The functional classification is as follows:

Instruction and General
- Instruction
  - General Academic Instruction
  - Occupational and Vocational Instruction
  - Special Session Instruction
  - Community Education
- Academic Support
  - Libraries
  - Museums and Galleries
  - Audio-Visual Services
  - Ancillary Support
  - Academic Administration and Personnel

Development
Course and Curriculum Development
Student Services
Supplementary Educational Services
Counseling and Career Guidance
Financial Aid Administration
Student Admissions and Records
Institutional Support
Executive Management
Fiscal Operations
General Administrative Services
Logistical Services
Community Relations
Operation and Maintenance of Plant
Student Social and Cultural Development Activities
Research
Public Service
Internal Service Departments
Student Aid Grants and Stipends
Auxiliary Enterprises
Intercollegiate Athletics
Independent Operations

Expenditures of organizational units are reflected in the functional categories where they fall, according to dominant function. Details of expenditures by object for each unit are set forth in subsidiary exhibits.

Within the Instruction and General function, the further categorical breakdowns are reflected in the titles of Exhibits 10 - 14 and in the subcategories of those exhibits. Exhibits 15 - 22, one for each of the other functions of Current Funds, present the expenditures in these other functions. For each organizational unit, a standard set of object items is used. These are as follows:

Faculty Salaries
Professional Salaries
Support Staff Salaries
GA/TA Salaries
Student Salaries
Federal Work Study Salaries
State Work Study Salaries
Other Salaries
Supplies and Expenses
Travel
Equipment

The budget provides for the separate reporting of special items of expense within organizational units. There are various other items, not properly reported in any organizational unit, which are set forth separately in the functional categories where they fall.

In functions other than Instruction and General, expenses for employee fringe benefits are detailed to the individual organizational unit. In Instruction and General, such expenses are detailed only to the five broad categories; that is, to each of Exhibits 10 - 14. Exception: Those programs included in Instruction and General which are not a part of the higher education funding formula calculations, such as the ones under Community Education and Ancillary Support, should be directly charged with all of their employee benefits expenses, and this amount should not be included in the total fringe benefit figures for the exhibit.

In the case of salaries for students employed by the institution under the federal and state work study program, the portion which is restricted should be reported as totals for each major functional category on the specific budget lines provided. The unrestricted portion should be distributed to each organizational unit. Salaries for students under the work study program, but employed by an external agency, are reported as student aid expense.

Whenever a dollar amount is reported for any of the salary breakdowns, the full-time equivalent number of employees is to be reported also. Actual full time equivalence, based on contract or teaching hours assigned, should be used in Instruction and General. If it is necessary to estimate fill time equivalence of employees, the salary expenditures should be divided by the average salary.

Summary Exhibits for Current Funds

For the Instruction and General function of Current Funds, the total revenues by source, which are detailed on Exhibits 3 - 9, and the total expenditures by category, which are detailed on Exhibits 10 - 14, are brought together on Exhibit 2. This should include the figures on balances in Instruction and General and on transfers between Instruction and General and other functions. Exhibit 2 provides a complete, balanced presentation of the Instruction and General function.

Summary Budget Exhibits

The summary data from Exhibit 2, together with the summary data from each of Exhibits 15 - 22, and the summary data from each of Exhibits I - III, are brought together on Exhibit 1 for a summary presentation of total Current Funds and Plant Funds. Exhibit 1A provides a complete presentation of the transfers among the Current Funds functions, Plant Fund functions, and all other fund groups including those not reported in the budget document.

Definitions for Current Funds

Most of the definitions to be followed in the budgeting of Current Funds are drawn from NACUBO, with some being modified by the specific instructions in the "Accounting Principles" section of this manual.

Current Funds:

The Current Funds group includes those economic resources of a college or university which are expendable for the purpose of performing the primary missions of the institution: instruction, research, and public service.

Unrestricted Current Funds:

Unrestricted Current Funds include all funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended.

Restricted Current Funds:

Restricted Current Funds are those available for financing operations, but which are limited by donors and other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. Internal designations do not create restricted funds because the removal of the designation remains at the discretion of the governing board.

Revenues:

Revenues for each function should follow the standard breakdown provided above.

Expenditures:

Expenditures for categories, subcategories, and organizational units must follow the general budget classifications. Specifics are discussed above and in the instructions for individual exhibits in this manual. Consultation with the Commission on Higher Education is necessary to decide on the functional classification of some organizational units.

Expenditures by Object Item

The standard set of object items used for each organizational unit are defined as follows:

Faculty Salaries:

Salaries of personnel holding faculty contracts and meeting the definition under the federal Fair Labor Standards Act for "employee employed in a bona fide executive, administrative or professional capacity." This includes non-student instructional personnel, research faculty, or faculty on paid leaves such as sabbaticals.

Professional Salaries:

Salaries of non-faculty personnel meeting the definition under the federal Fair Labor Standards Act for "employee employed in a bona fide executive, administrative or professional capacity, " and who do not provide instruction in Exhibit 10 or do not meet the definition of a graduate assistant.

Support Staff Salaries:

Salaries of any non-student personnel not exempt from the federal Fair Labor Standards Act. This includes non-student employees performing secretarial, clerical, and similar tasks and not meeting the definition of professional. It also includes non-student employees performing various support-type tasks such as maintaining equipment and buildings, operating laboratory stockrooms, performing custodial services, maintaining grounds, working in kitchens, assisting in classrooms or laboratories, etc.

GA/TA Salaries:

Salaries of graduate assistants, teaching assistants, research assistants, or other employees with similar titles, where the individual must be enrolled as a graduate student as a condition of the appointment, and where he is employed for less than full time except perhaps in the summer.

Student Salaries:

Salaries for students employed by the institution, except those included in GA/TA salaries, federal work study salaries, or state work study salaries.

Federal Work Study Salaries:

Restricted current funds expenditures for the federal share of the salary paid to students employed under the federal work study program and unrestricted current funds expenditures for the institutional matching share of such salary. In Instruction and General, these expenditures should be reported for each organizational unit. If the student's employment is with an employer other than the institution, this expenditure is reflected in Student Aid Grants and Stipends.

State Work Study Salaries:

Same as Federal Work Study Salaries except includes salaries paid to students employed under the state work study program.

Other Salaries:

Salaries of employees clearly not belonging to any of the other classifications. Personnel employed on a short-term basis for a particular project of short duration should be included here.

Supplies and Expenses:

Includes the generality of expense items, other than travel and equipment, normally budgeted within the departments and other organizational units. Office and instructional supplies, charges of internal service departments, leases of duplicating equipment, charges or telephone and postal service, etc., are included. Special cases not falling within the normal supplies and expense charges of departments in general should be stated separately.

Travel:

Expenses for travel by employees, or in some cases students, of the institution. Includes expenditures for transportation and related purposes and for per diem, whether the institution pays them directly or reimburses the traveler.

Equipment:

Expenditures for equipment are reported as current operating expenditures of the organizational units when they meet the definition set forth in the "Accounting Principles" section of this manual.

Computer Use:

Expenditures for computer time and other services charged to the unit by an internal service or other outside provider. Expenditures for hardware or capitalizable software should be included in the equipment category.

Fringe Benefits:

Retirement, Social Security, Group Insurance, Workers' Compensation, Unemployment Compensation. These expenditure items are reported by the five broad subcategories of Instruction and General, with the exception of those programs included in Instruction and General which are not a part of the higher education funding formula calculations, and by individual organizational unit in the rest of the Current Funds budget.

Waiver of Tuition:

An amount equal to any waiver of tuition and/or fees made because of the status of the individual as an employee of the institution. Waivers for graduate assistants should also be reported as an employee benefit.

Full-Time Equivalent Employee

Wherever there is a dollar amount reported for any one of the object categories of salaries, including federal and state work study, a full-time equivalent number of employees is to be reported. The full-time equivalent is determined as follows:

Faculty Salaries:

In the regular academic departments reported in Exhibit 10, the full-time equivalent is

determined on the basis of contract, with a full-time nine-month contract or a full-time twelve month contract, etc., equal to one FTE.

Professional and Support Staff Salaries:

In all organizational units or programs throughout the Current Funds budget, the FTE is based on assignment, with a full-time twelve-month assignment equal to one FTE.

GA/TA Salaries:

In the regular academic department in Exhibit 10, the full-time equivalent is determined on the basis of assignment, with two half-time none-month assistantships equal to one FTE. IN all other organizational units or programs throughout the Current Funds budget, the FTE is based on assignment, with two half-time twelve-month assistantships equal to one FTE.

Student and Work Study Salaries:

Full-time equivalent is based on 2080 work hours equaling one FTE. It is permissible to calculate the FTE by dividing the salary dollars by an estimated average hourly rate and then dividing by 2080.

Other Salaries:

In all other salary categories throughout the Current Funds budget, the full-time equivalent is based on assignment, with a full-time twelve-month assignment equal to one FTE and 2080 hours of part-time or temporary employment equal to one FTE.

Transfers

Mandatory Transfers:

1. The transfers from Instruction and General to the Renewals and Replacements subcategory of Plant Funds necessary to meet the requirement of bond indentures and other binding obligations for building up of reserves for renewals and replacements of plant and equipment.

2. The transfer from Instruction and General to the Retirement of Indebtedness subcategory of Plant Funds necessary to meet the requirements of bond indentures and other binding obligations for payment of principal and interest, building up of reserves for principal and interest, payments on lease purchase agreements, and servicing fees.

3. The transfer from Instruction and General to Loan Funds to provide the matching funds required under the National Direct Student Loan Program and the Nursing Student Loan Program.

Required Transfers:

1. The transfer from Instruction and General to the Capital Outlay subcategory of Plant Funds for equipment purchases costing $10,000 or more.

2. The transfer from Instruction and General to the Renewals and Replacements subcategory of Plant Funds in an amount equal to the state appropriation for the Building Renewals and Replacements formula.

3. The transfer from Instruction and General to Student Aid for state scholarships, as provided by statute.

Non-Mandatory Transfers:

1. The transfer from Instruction and General to Student Aid to cover tuition waivers for athletes, as provided by statute. (This transfer is permissible depending on Board of Regents' action.)

2. Transfers from Instruction and General to Research and Public Service which may be equal to one-hundred percent (100%) of the total research and public service overhead collected and reported on Exhibit 9. The transfer from Medical School I&G should equal revenue in excess of that taken for credit in determining the general fund appropriation.

3. Any other transfers separately approved in the operating budget or by budget revision.

Definitions for Plant Funds

The definitions to be used for Exhibit I - Capital Outlay, Exhibit II - Renewals and Replacements, and Exhibit III - Retirement of Indebtedness, will be given in the specific instructions for those exhibits.

Legislative Requests, Operating Budgets, and Report of Actuals

Legislative Requests (Fall Submission):

Legislative budgets are not required for I&G at most institutions since a formula is used to calculate funding needs. Legislative request budgets are required for each activity funded by a line item appropriation and for portions of instruction and general for those institutions which are not entirely on the formula. These budget requests are to contain three columns. The column to the left should reflect the originally budgeted revenues, expenditures, transfers, and fund balances for the current fiscal year. The middle column should reflect unaudited fund balances and should be consistent with the Report of Actuals. The column to the right should reflect the requested budget for the next fiscal year to begin on July 1.

Operating Budgets (Spring Submission):

All institutions will submit proposed operating budgets in the Spring, prior to the beginning of the new fiscal year. Operating budgets are to contain three columns. The left column should reflect the current year's operating budget. The middle column should reflect the most recent estimate of actuals for the current fiscal year. The right column should reflect the requested budget for the following year.

Report of Actuals (Fall Submission):

All institutions will report actual revenues and expenditures in the budget format as soon as possible but no later than September 15 following the close of each fiscal year. Again, three columns are required. The left column will reflect the original operating budget for the preceding fiscal year. The middle column will reflect the revised budget, and should be supported by the institution's final Budget Adjustment Request. The right column will reflect the unaudited actual revenue, expenditures, transfers, and balances for the preceding fiscal year.

Specific instructions for completing legislative requests and operating budgets for each fiscal year will be provided by the staff of the Commission on Higher Education.

Part 3

BUDGET SUMMARY EXHIBITS

Exhibit 1 - Summary of Current and Plant Funds

A. Content and Definitions

This exhibit is the grand summary of current funds and plant funds where the total amounts of revenues, beginning balances, total available, expenditures, transfers, and balances are recorded. Revenue and expenditures are recorded in detail on Current Funds Exhibits 2 through 22 and Plant Funds Exhibits I through III. The amounts recorded on Exhibit 1 are derived from the totals recorded on those exhibits.

B. Instructions

Transfers "Out" represent a reduction of total available resources and should be recorded as a negative amount in parentheses. Transfers "In" represent an increase in available resources and should be recorded as a positive number.

Exhibit 1A - Detail of Transfers

A. Content and Definitions:

Exhibit 1A records a summary of transfers among exhibits in instruction and general and among fund groups. Section A summarizes transfers in and out of instruction and general to other current fund exhibits and other fund groups. Sections B through F are used to record transfers in and out among other (non I & G) current fund exhibits and other fund groups.

Mandatory Transfers. The mandatory transfer category includes transfers from one exhibit to another from one fund group to another arising out of binding legal agreements related to the financing of educational plant, such as amounts for debt retirement and interest not financed from other sources; and grant agreements with agencies of the federal government, donors, and other organizations to match gifts and grants to loan and other funds. Mandatory transfers may be required to be made from either unrestricted or restricted funds. (FARM p. 340)

Required Transfers. The required transfers category includes transfers from the current fund groups to other fund groups made as required by the higher education funding formula and/or financial aid formulas. Examples include funds appropriated in I&G for building renewal and replacements, funds for equipment replacement expenditures when the equipment item to be purchased costs $10,000 or more, and funds for state 3% scholarships. (Institutions that choose to budget all equipment to be capitalized, or equipment items costing less than $10,000 in plant funds may do so. Transfers from equipment replacement appropriations for these equipment purchases should also be classified as required transfers.)

Non-Mandatory Transfers. The non-mandatory transfer's category includes transfers from the current fund groups to other fund groups or from instruction and general to other current fund exhibits made at the discretion of the Governing Board or management to serve a variety of objectives, such as additions to the loan fund, additions to funds functioning as endowment, general or specific plant additions, voluntary renewals and replacements of plant and prepayment on debt principal.

B. Instructions:

1. The transfer out of instruction and general to debt service is limited to the amount necessary, along with receipts recorded directly in debt service, to meet the requirements of bond indentures and other binding obligations for payment of principal and interest, building of reserves for principal and interest, payments on lease purchase agreements and servicing fees.

2. A transfer to loan funds in the amount required for matching a federal grant under the Perkins Student Loan program would be recorded in this section.

3. Non-mandatory transfers should be recorded in the appropriate section.

4. Sections B through F are used to record transfers among current fund exhibits other than instruction and general and among those exhibits and other funds. Such transfers can be recorded by filling the row title for the desired fund or exhibit. The exhibit or fund categories for which transfers are being recorded should appear in the same order as the exhibits appear in the budget, and the amount of the transfer must agree with the amount recorded on the detailed exhibit.

Part 4

CURRENT FUNDS

Instructions for Individual Exhibits

Exhibit 2 - Summary of Instruction and General

A. Content and Definitions:

This exhibit summarizes the revenues sources for instruction and general from Exhibits 3 - 9 and the expenditures from Exhibits 10 - 14. It also records transfers in and out of instruction and general as well as beginning and ending fund balances.

B. Instructions:

1. The amounts recorded on this schedule must agree with the amounts on the supporting revenue exhibits 3 - 9 and expense exhibits 10 - 14.

2. Transfers "In" represent an increase of instruction and general total available resources and should be recorded as a negative amount in parentheses. Transfers "Out" represent a decrease in total available resources and should be recorded as a positive number.

Exhibit 3 - Student Tuition and Miscellaneous Fees for Instruction and General

A. Content and Definitions:

Exhibit 3 records tuition and fee revenue for instruction and general.

The tuition and fee category includes all tuition and fees assessed for educational purposes. Tuition and fees should be recorded as revenue even when there is no intention of collection from the student (tuition remission or waiver).

When specific fees are assessed under binding external restrictions for other than current operating purposes -- for example, debt service on educational plant or renewals, replacements, or additions to plant -- they should be reported as additions to the appropriate fund group since they are not legally available for current operating purposes. Fees are not normally considered as assessed under binding external restrictions unless there is an explicit representation to the individuals remitting the fees that the fee or a specific portion thereof can be used only for the specific nonoperating purpose.

If some portion of tuition and fees is allocated for other than operating purposes by the Governing Board or management or subject to change by the Governing Board alone, the entire amount should be recorded as unrestricted current fund revenue and the portion allocated should be treated as a non-mandatory transfer to the appropriate fund group.

Since June 30 is the most prevalent fiscal year-end for colleges and universities and summer terms often begin in mid June and extend into July (or August), the question arises as to the proper recognition of the term's tuition and fees. Many schools elect to have the summer term consistently considered the first (or last) term of the fiscal year, facilitating the year-end close. This allows the institution to determine the effect of summer revenues and potential surplus or deficit early in the fiscal year. Such treatment helps prevent "surprises" at year-end as a result of summer term. The institution may choose to record summer tuition and fee revenue in the fiscal year in which the majority of the session is conducted or in the fiscal year in which the session ends. Regardless of the method the institution chooses, it is important that the institution report the information consistently from year to year.

B. Instructions:

1. Tuition and fee revenue for summer sessions should be recorded in the fiscal year in which the majority of the session is conducted or in the fiscal year in which the session ends.

2. Proceeds from required fees, those fees charged all students which are over and above the "tuition" charge established by the Governing Board and which are assessed to support

activities other than instruction and generals are not to be recorded here on Exhibit 3. Revenue from these required fees should be recorded in the budget categories to which they apply -- such as Student Social and Cultural Development Activities, Auxiliary Enterprises, Athletics, and Debt Service.

3. All revenue from miscellaneous fees of the types enumerated on this exhibit is to be reflected as revenue to instruction and general. Course specific fees may be recorded as revenue in instruction and general or in public service consistent with the recording of related expenditures.

4. Tuition and fee waivers are to be recorded as revenues in Exhibit 3. This includes waivers of tuition and fees to employees and graduate assistants, but does not include tuition waived as a part of a reciprocity agreement with another state.

5. Non-formula revenues from tuition and fees for programs which are not a part of the higher education funding formula calculations -- for example, community education, adult basic education, contract training, and ancillary support -- are to be recorded separately on this exhibit. These revenues can be reported in one lump sum.

6. Income from testing fees, course fees, and lab fees are to be recorded as revenue on Exhibit 3.

Exhibit 4 - Governmental Appropriations for Instruction and General

A. Content and Definitions:

The government appropriations categories include all unrestricted amounts received for current operations from, or made available to, an institution by legislative acts or a local taxing authority, and restricted amounts from these sources to the extent that they are expended for instruction and general. This category does not include government grants and contract.

Government appropriations can be restricted or unrestricted. If the Governing Board is allowed to designate the use of the appropriated funds, the funds should be classified as unrestricted. If the restrictions placed on the appropriations limit their use, they should be classified as restricted. For the most part, the state general appropriations received by a college or university can be classified as current unrestricted revenue.

Governmental appropriations should be classified to identify the governmental level -- federal, state, or local -- of the legislative body making the appropriation.

B. Instructions:

1. Questions regarding the restricted or unrestricted classification of a governmental appropriation should be referred to the CHE staff.

2. State general fund appropriations for instruction and general should be recorded on this exhibit. If the appropriations act provides more than one line item for instruction and general -- for example, extended services instruction -- each should be recorded separately on Exhibit 4.

3. A local property tax levy (mill levy) for current operations should be recorded on this exhibit. Revenue from a separate mill levy for debt service should be recorded in the debt service subfund of plant funds.

Exhibit 5 - Government Grants and Contracts for Instruction and General

A. Content and Definitions:

The government grants and contracts category include all unrestricted amounts received or made available by grants, contracts, and cooperative agreements from governmental agencies for instruction and general; and all amounts received or made available through restricted grants, contracts, and cooperative agreements to the extent expended for instruction and general. Income from contracts to provide corrections education should be included here.

Amounts equal to direct costs incurred by restricted funds should be recorded as revenues of instruction and general or the appropriate exhibit or fund, while amounts equal to associated indirect cost recoveries should be reported as unrestricted current fund revenues on Exhibit 9.

The level of governmental agency making the grant or contract should be disclosed using the same criteria as for governmental appropriations.

B. Instructions:

1. Record revenue equal to expenditures for restricted programs and total revenues for unrestricted programs.

2. Revenues for restricted state and federal work study programs, to the extent that they support student salaries in instruction and general, are recorded on this exhibit.

Exhibit 6 - Private Gifts, Grants, and Contracts for Instruction and General

A. Content and Definitions:

The private gifts and grants category include amounts from nongovernmental organizations and individuals, including funds resulting from contracting for the furnishing of goods and services of an instructional nature. The category includes all unrestricted gifts, grants, and services of an instructional nature. The category includes all unrestricted gifts, grants, and bequests as well as restricted gifts, grants, and contracts from nongovernmental sources to the extent they are expended in the current fiscal year for instruction and general. Gifts, grants and contracts from foreign governments should be treated as private gifts, grants, and contracts. Income from funds held in revocable trusts or distributable at the direction of the trustees of the trust should be reported here and, if significant, disclosed in the notes to the financial statements. Income from contract training courses with private sector entities should be included here.

Unrestricted private gifts and grants for instruction and general should be reflected as revenue on this exhibit, in the fiscal year when received. Significant amounts provided by a single source may be identified separately.

Exhibit 7 - Endowment Income, Land Income, and Permanent Fund Income for Instruction and General

A. Content and Definitions:

Endowment Income. Unrestricted and restricted income from endowments supporting instruction and general are recorded in this category. Interest and other income earned on endowments which are not restricted as to use by the terms of the endowment is recorded as unrestricted income. If the terms of the endowment require that the income be expended for a specific instruction and general purpose, the revenue is recorded as restricted.

Land and Permanent Fund Income. Constitutionally created institutions -- the University of New Mexico, New Mexico State University, Western New Mexico University, Eastern New Mexico University, New Mexico Highlands University, New Mexico Institute of Mining and Technology, Northern New Mexico Community College, the New Mexico Military Institute, the School for the Deaf, and the School for the Visually Handicapped -- receive trust income from the Land and Permanent funds. The revenue is to be recorded as unrestricted revenue on this exhibit.

B. Instructions:

Revenue from endowments which were created by the Legislature to fund chairs, lectureships, and fellowships should be recorded as restricted funds.

Exhibit 8 - Sales and Services of Educational Activities

A. Content and Definitions:

This exhibit is to reflect incidental revenues of organizational units in the instruction and general category and revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally created goods and services that may be sold to students, faculty, staff, and the general public. Examples include revenues from the sale of baked goods from a baking program, revenues from clinics associated with dental, hearing, or speech programs, or revenues for audio/video assistance from a media technology program. If sales and services rather than instruction is the primary purpose of the activity, then the revenues should be classified as sales and services of auxiliary enterprises. All revenue reflected on this exhibit is unrestricted.

Exhibit 9 - Other Sources of Revenue for Instruction and General

A. Content and Definitions:

All revenue not reflected on Exhibits 3 - 8 and not clearly applicable to Current Fund categories other than instruction and general is to be reflected on Exhibit 9. Income from interest on current funds and indirect cost recovery should be designated separately. All revenue on Exhibit 9 is unrestricted.

Exhibits 10 through 14 -- Expenditures for Instruction and General

Expenditures for instruction and general are recorded in five exhibits as follows:

Exhibit Number	Exhibit Title
10	Instruction
11	Academic Support
12	Student Services
13	Institutional Support
14	Physical Plant

Each of these exhibits is a summary which contains the total amount budgeted or expended for programs or departments within a functional category. Each of these exhibits is also supported by a series of "A" exhibits which report the detailed expenditures -- faculty salaries, professional salaries, support staff salaries, GA/TA salaries, student salaries, work-study salaries, other salaries, supplies and expenses, travel, equipment and others -- of each program or department.

Each summary exhibit also reflects the total of employee fringe benefits for all academic and vocational credit producing programs. Fringe benefits for these programs are not recorded on "A" exhibits. The fringe benefits for non-credit producing programs (community service, adult basic education, resident extension, contract training, etc.) are recorded on one separate line of the supporting "A" exhibit and brought forward to the summary as part of the total for the program. This reporting methodology facilitates analysis of formula expenditures.

The instructions for completion of the "A" exhibits are general - the same for each of the summary exhibits 10 through 14 above. The general instructions are:

1. Each organizational unit reflected on the summary exhibits 10 through 14 is to be detailed in a separate "A" exhibit. They should appear on "A" exhibits in the same order as they appear on the summary exhibit.

2. The last "A" exhibit reported of a summary exhibit should be used to record the total of each line item (salaries, supplies and expenses, travel etc. . . .) for all of the preceding "A's". The total of this "A" exhibit will equal the total recorded on the summary exhibit **minus fringe benefits**.

3. Unusual expenditure items may be identified separately as "other".

Note: Expenditures for instruction and general equipment costing less than $10,000 should be recorded in the appropriate exhibit, and should be identifiable with a separate object code. Expenditures for items costing $10,000 or more should be recorded in plant funds. A transfer from instruction and general to plant to provide resources for those equipment expenditures should be approved by the CHE.

Exhibit 10 - Expenditures for Instruction

A. Content and Definitions:

The instruction category includes expenditures for all activities that are part of an institution's instruction program. Expenditures for credit and non-credit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; community education; adult basic education; contract training; and regular, special, and extension sessions should be included.

Expenditures for departmental research and public service that are not separately budgeted should be included in this classification. This category excludes expenditures for academic administration when the primary assignment is administration -- for example, academic deans. However, expenditures for department chairpersons and administrators for whom instruction is an important role are included.

The instruction category includes the following subcategories:

General Academic Instruction. This subcategory includes expenditures for formally organized and/or separately budgeted instructional activities that are carried out during the academic year (as defined by the institution), associated with academic offerings described by IPEDS instructional program categories 01 through 50, and offered for credit as part of a formal postsecondary education degree or certificate program. Open university, short courses, and home study activities falling within this classification and offered for credit are included. However, this subcategory does not include instructional offerings that are part of programs leading toward degrees or certificates at levels below the higher education level, such as adult basic education.

Vocational/Technical Instruction. This subcategory includes expenditures for formally organized and/or separately budgeted instructional activities that are carried out during the academic year, usually associated with IPEDS instructional program categories identified in Appendix C of the National Center for Education Statistics (NCES) publication A *Classification of Instructional Programs*, and offered for credit as part of a formal postsecondary education degree or certificate programs. Open university, short courses, and home study falling within this classification and offered for credit are included. However, this subcategory does not include instructional offerings that are part of programs leading toward degrees or certificates at levels below the higher education level, such as adult basic education.

Special Session Instruction. This subcategory includes expenditures for formally organized and/or separately budgeted instructional activities (offered either for credit or not for credit) that are carried out during a summer session, interim session, or other periods not common with the institution's regular term. This subcategory classifies expenditures made solely as a result of conducting a special session (such as faculty salaries associated with the special session). Special sessions do not include regular academic terms held during the summer, as is common in some two-year institutions. Expenditures for special sessions conducted over a fiscal year-end

should be reported during the fiscal year in which the majority of the session occurs or in the fiscal year in which the session ends. The designation of first term or last term must remain consistent from year to year. The revenues and expenditures for any special sessions should be reported in the same fiscal year. Reporting expenditures of special sessions is an allowable exception to reporting expenditures on an accrual basis.

Community Education. This subcategory includes expenditures for formally organized and/or separately budgeted instructional activities that do not generally result in credit toward any formal postsecondary degree or certificate. It includes non-credit instructional offerings carried out by the institution's extension division as well as non-credit offerings that are part of the adult education or continuing education program. This subcategory also includes expenditures for activities associated with programs leading toward continuing education units at a level below the higher education level, such as adult education.

This subcategory also includes unrestricted self-supporting instructional services such as contract training and corrections training programs. Enrollment in programs budgeted here are not included in funding calculations or entire year full-time equivalent totals.

Preparation/Remedial Instruction. This subcategory includes expenditures for formally organized and/or separately budgeted instructional activities that give students the basic knowledge and skills required by the institution before they can undertake formal academic course work leading to a postsecondary degree or certificate. Such activities, supplemental to the normal academic program, generally are termed preparatory, remedial, developmental, or special educational services. These instructional offerings may be taken prior to or along with the course work leading to the degree or certificate. They are generally non-credit offerings, although in some cases credit may be given and the credit requirements for the preparatory or remedial skills or knowledge should be included in this category. Developmental studies and Adult Basic Education instruction should be included here. For example, if students may satisfy preparatory requirements be taking offerings provided primarily for other than remedial or preparatory purposes, those offerings should be classified elsewhere.

B. Instructions:

Examples of the kind of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix A.

Exhibit 11 - Academic Support

A. Content and Definitions:

The academic support category includes funds expended to provide support services for the institution's primary missions: instruction, research, and public service. It includes the retention, preservation, and display of educational materials; for example, libraries, museums, and galleries; the provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education; media such as audio-visual services and technology such as computing support which is not budgeted as an internal service department; academic administration (including academic deans but not department chairpersons) and personnel development providing administration support and management direction to the three primary missions; and separately budgeted support for course and curriculum development.

Libraries. This subcategory includes expenditures for organized activities that directly support the operation of a catalogued or otherwise classified collection.

Museums and Galleries. This subcategory includes expenditures for organized activities that provide for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc. Libraries are excluded. Self-supporting museums and galleries should be budgeted in Public Service.

Educational Media Services. This subcategory includes expenditures for organized activities providing audiovisual and other services that aid in the transmission of information in support of the institution's instruction, research, and public service programs.

Ancillary Support. This subcategory includes expenditures for organized activities that provide support services to the three primary programs, but are not appropriately classified in the previous subcategories. Ancillary support activities usually provide a mechanism through which students can gain practical experience. An example of ancillary support is a demonstration school associated with the school of education. The expenditures of teaching hospitals are excluded.

Academic Administration. This subcategory includes expenditures for activities specifically designed and carried out to provide administrative and management support to the academic programs. This subcategory is intended to separately identify only expenditures for activities formally organized and/or separately budgeted for academic administration. It includes the expenditures of academic deans (including deans of research, deans of graduate schools, and college deans), but does not include the expenditures of department chairpersons (which are included in the appropriate primary function categories).

The subcategory also includes expenditures for formally organized and/or separately budgeted academic advising within a college or academic department. Expenditures associated with the office of the chief academic officer of the institution are not included in this subcategory, but should be classified as institutional support.

Academic Personnel Development. This subcategory includes expenditures for activities that provide the faculty with opportunities for personal and professional growth and development to the extent that such activities are formally organized and/or separately budgeted. The subcategory also includes formally organized and/or separately budgeted activities that evaluate and reward professional performance of the faculty. Included in this subcategory are sabbaticals, faculty awards, and organized faculty development programs.

Course and Curriculum Development. This subcategory includes expenditures for activities established either to significantly improve or to add to the institution's instructional offerings, but only to the extent that such activities are formally organized and/or separately budgeted.

B. Instructions:

Examples of the kinds of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix B.

Exhibit 12 - Student Services

A. Content and Definitions:

The student services category includes funds expended for offices of admissions and the registrar, and for activities with the primary purpose of contributing to students' emotional and physical well-being. It includes expenditures for counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an essentially self-supporting activity). In recent years, some institutions have created an office of enrollment management; expenditures for such an office are best categorized in student services.

Note: This category does not include student social and cultural activities. For purposes of reporting budgets and expenditures to the New Mexico Commission on Higher Education, student social and cultural activities are recorded on Exhibit 15.

The Student Services category includes the following subcategories:

Student Services Administration. This subcategory includes expenditures for organized administrative activities that provide assistance and support (excluding academic support) to the needs and interests of students. This subcategory includes only administrative activities that support more than one subcategory of student activities and/or that provides central administrative services related to the various student service activities. In particular, this subcategory includes services provided for particular types of students (for example, minority students, veterans, and handicapped students). Excluded from this subcategory are activities of the institution's chief administrative officer for student affairs, whose activities are institution wide and therefore should be classified as institutional support.

Counseling and Career Guidance. This subcategory includes expenditures for formally organized placement, career guidance, and personal counseling services for students. This subcategory includes vocational testing and counseling services and activities of the placement office. Excluded from this subcategory are formal academic counseling activities provided by a college or academic department. These activities are budgeted in academic support. Also, any informal academic counseling services provided by the faculty in relation to course assignments should not be budgeted in student services. Instead, these activities are budgeted in instruction.

Financial Aid Administration. This subcategory includes expenditures for activities that provide financial aid services and assistance to students. This subcategory does not include outright grants to students, which should be classified as scholarships and fellowships.

Student Admissions. This subcategory includes expenditures for activities related to the identification of prospective students, the promotion of attendance at the institution, and the processing of applications for admission.

Student Records. This subcategory includes expenditures for activities to maintain, handle, and update records for currently enrolled students as well as for students previously enrolled.

Student Health Services. This subcategory includes expenditures for organized student health services that are not self-supporting rather than those organized as auxiliary enterprises.

B. Instructions:

Examples of the kind of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix C.

Exhibit 13 - Institutional Support

A. Content and Definitions:

The institutional support category includes expenditures for central executive-level activities concerned with management and long-range planning for the entire institution, such as the Governing Board, planning and programming, and legal services; fiscal operations, including the investment office; space management; employee personnel and records; logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fund raising.

Appropriate allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not reported under instruction or general categories of expenditures.

This category includes the following subcategories:

Executive Management. This subcategory includes expenditures for all central, executive-level activities concerned with management and long-range planning for the entire institution (as distinct from planning and management for anyone program within the institution). All officers with institution wide responsibilities are included, such as the president, chief academic officer, chief business officer, chief student affairs officer, and chief development officer. In some cases, top level managers may not have institution wide responsibilities. For example, a Dean of Students may be the lead student affairs employee for the institution, but may not have executive management responsibilities across the institution. In this case, the Dean of Students should be budgeted in Exhibit 12, Student Services.) This subcategory of Exhibit 13 includes such operations as executive direction (for example, Governing Board), planning and programming, and legal operations.

Fiscal Operations. This subcategory includes expenditures for operations related to fiscal control and investments. It includes the accounting office, budget office, bursar's office, and internal and external audits, and also includes such "financial" expenses as allowances for bad debts and short-term interest expenses.

General Administration and Logistical Services. This subcategory includes expenditures for activities related to general administrative operations and services (with the exception of fiscal operations and administrative data processing). Included in this subcategory are personnel administration, space management, purchase and maintenance of supplies and materials, campus wide communication and transportation services, general stores, printing shops, and security/safety services.

Public Relations/Development. This subcategory includes expenditures for activities to maintain relations with the community, alumni, or other constituents and to conduct activities related to institution wide development and fund raising.

This exhibit includes expenditures for activities whose primary purpose is to provide operational support for the day-to-day functions of an institution, excluding expenditures for physical plant operations. Appropriate allocations of institutional support should be made to auxiliary enterprises, athletics, and independent operations. Allocations may also be made to research, public service and branches. These allocations, or applied charges, partially re-coup institutional support expenses. If the institution intends to charge departments a rate that allows for full cost recovery of certain expenses, then these expenses should be budgeted in internal service departments.

B. Instructions:

1. Charges of institutional support to other exhibits or funds should be recorded as applied charges in the section designated on Exhibit 13. The applied charges are recorded as a credit to an expenditure account in institutional support and a debit to an expenditure account in the department and exhibit which is being assessed for institutional support overhead or services.

2. Examples of the kinds of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory is listed in Appendix D.

Exhibit 14 - Operation and Maintenance of Plant

A. Content and Definitions:

The operation and maintenance of plant category include all expenditures of current operating funds for the operation and maintenance of the physical plant, in all cases the net amount charged to auxiliary enterprises, hospitals, and independent operations. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items. It does not include expenditures made from the institutional plant fund accounts.

This category includes the following subcategories:

Physical Plant Administration. This subcategory includes expenditures for administrative activities that directly support physical plant operations. Activities related to the development of plans for plant expansion or modification, as well as plans for new construction, should be included in this subcategory.

Building Maintenance. This subcategory includes expenditures for activities related to routine repair and maintenance of buildings and other structures, including normally recurring repairs and preventive maintenance.

Custodial Service. This subcategory includes expenditures related to custodial services in buildings.

Utilities. This subcategory includes expenditures related to heating, cooling, light and power, gas, water, and any other utilities necessary for operations of the physical plant.

Landscape and Grounds Maintenance. This subcategory includes expenditures related to the operation and maintenance of landscape and grounds.

B. Instructions:

1. Charges of physical plant to other exhibits or funds should be recorded as applied charges in the section designated on Exhibit 13. The applied charges are recorded as a credit to an expenditure account in physical plant and a debit to an expenditure account in the department and exhibit which is being assessed for institutional support overhear or services.

2. Examples of the kinds of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix E.

3. If the institution has an organized car pool operation from which vehicles are provided for employee use, and maintenance and fuel charges are offset by fees charged to the employee's department, the operation should be classified as an internal service (Exhibit 18).

4. Charges for utilities in this exhibit should be exclusively those associated with instruction and general (and exclusive of utility costs incurred by athletics, auxiliary/enterprises, and independent operations). Fuel, electricity, and water should reflect the cost of raw utilities only and should not include any allowances for other costs, such as salaries or supplies and expense. All other unrestricted current fund exhibits may also be directly charged for utilities.

Exhibit 15 - Student Social and Cultural Development Activities

A. Content and Definitions:

Exhibits 15 through 22 are self-balancing budget functions. As such, all revenues, expenditures, transfers, balances, and charges should be reflected on each main exhibit. The classification of revenues as restricted and unrestricted should follow the same definition as the one used under the "Budget" section of this manual.

Exhibit 15 includes all funds expended for activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program.

B. Instructions:

1. Examples of the kind of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix F.

2. If the activity is funded, in whole or in part, by revenue from required student fees, whether allocated to it by institutional administration or by student government, it must be included. If it is a student organization in which membership and payment of dues are voluntary, and where institutional resources are not devoted to it, it should be classified as an agency fund.

3. Revenues should be identified as federal, state, or local.

4. Itemize particular expenditures not found in the general run of departmental budgets under the heading "Other."

5. Reflect the restricted portion of student salaries for the state and federal work study programs. The federal portion should be shown in the restricted column and the matching portion in the unrestricted column in the category "Other Salaries." Other student salaries will reflect on a separate line. The federal revenue for the federal share of the work study payments must be included in the restricted column on the "Federal Grants and Contracts" line. The state revenue for the state share of the work study payments must be included in the restricted column on the "State Grants and Contracts" line.

Exhibit 16 - Research

A. Content and Definitions:

This category includes all funds expended for those activities intended to produce one or more research outcomes including the creation of knowledge, the reorganization of knowledge, and the application of knowledge. Research projects may be commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Research activities may be conducted by any number of organizational entities including research divisions, bureaus, institutes, and experimental stations. Instructional activities, such as workshops, short courses, and training grants, should not be classified within the research program but should be classified as part of Instruction unless they satisfy the specific criteria outlined for inclusion within the public service program.

B. Instructions:

1. Examples of the kind of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix G.

2. Any identifiable unit which performs research and receives a direct appropriation should be reported on a separate "A" exhibit. Any identifiable unit for research administration, as distinguished from performance of actual research, which administers a research center, and which receives a state appropriation should also be reflected on a separate A.

3. A separate "A" exhibit need not be prepared for activities which do not receive a state appropriation. However, they should be summarized on a final "A" exhibit. Details of the individual activities summarized on the final "A" exhibit should be readily available to the CHE upon request.

4. The expenditures of a research administration unit reported in Exhibit 16A should be limited to expenditures for administration and should include no expenditures for actual research.

5. Amounts of revenue should not include amounts of indirect cost recovery.

6. Reflect the restricted portion of student salaries for the state/ federal work study programs. The state/federal portion should be shown in the restricted column and the matching portion in the unrestricted column in the category "Other Salaries." Other student salaries are reflected separately. The federal revenue for the federal share of the work study payments must be included in the restricted column on the "Federal Grants and Contracts" line. The state revenue for the state share of the work study payments must be included in the restricted column on the "State Grants and Contracts" line.

Exhibit 17 - Public Service

A. Content and Definitions:

This category should include revenues and expenditures for organizational units that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.

This function includes activities such as cooperative extension services, television and radio, conferences and seminars, general advisory services, health care and social services, consulting, and similar non-instructional services to particular sectors of the community.

B. Instructions:

1. Examples of the kind of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix H.

2. If grants to public service activities allow for payments to participants, this expense should be reflected in supplies and expenses.

3. Each individual public service unit or program which receives a state appropriation should be budgeted on a separate Exhibit 17A. A separate "A" exhibit need not be prepared for activities which do not receive a state appropriation, however, they should be summarized on the final "A" exhibit. Details of the individual activities summarized on the final "A" exhibit should be readily available to the CHE should this information be requested.

Exhibit 18 - Internal Service Department

A. Content and Definitions:

This function includes activities which provide services mainly to internal institutional departments for a specific charge which should cover the actual costs of providing the service plus an allowance for renewals and replacements. If an activity will be fully expensed across various departments within the institution, an internal service department should be created and budgeted in Exhibit 18.

Internal service departments include such activities as computer centers, central stores, printing and duplicating centers, and motor pools.

B. Instructions:

1. Examples of the kind of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix I.

2. Charges for external sales of internal services departments should include the actual cost plus an allowance for renewals and replacements.

3. Sales of service or goods by internal service departments to internal organizational units are to be shown as charges. Internal charges are shown as credits to expenditures. External sales are shown as revenue. The only other source for revenue to an internal service department would be a restricted gift or grant.

4. Provisions should be made for renewals and replacements of equipment, and appropriate amounts transferred to the Renewals and Replacements subcategory of Plant Funds. Equipment purchased for the internal service department costing $10,000 or more should be recorded as expense in plant Funds and not on Exhibit 18A.

5. Charges should be set so that expenses and the provision for renewals and replacements are fully covered and that balances are small.

Exhibit 19 - Student Aid Grants and Stipends

A. Content and Definitions:

This function includes all financial assistance provided to students in the form of outright grants, trainee stipends, and prizes, either awarded by and/or administered through the institution. Revenues and expenditures for each of the different state supported aid programs should be reported as separate cost centers.

Included in this function would be tuition and fee waivers and remissions for students, and all gifts and prizes to students that are outright grants and not contingent upon the student rendering services to the institution (with the exception of intercollegiate athletic tuition waivers).

Excluded are waivers or remissions of tuition and fees granted as a result of either faculty or staff status or family relationship of students to faculty or staff. Such waivers and remissions should be recorded as staff fringe benefit expenses and categorized in the appropriate exhibit (for example, if the staff member is primarily involved in providing instruction, those expenses would be classified appropriately within the Instruction program). Also excluded from this function are loans and work study assistance.

B. Instructions:

1. The items for "Work Study - External" are to be used only when students under the state or federal work study program are employed in agencies external to the institution. If the external agency pays its share to the institution and the institution pays the full salary to the student, then this payment from the agency should also be included as revenue and expenditure.

2. Concerning grants, with the exception of Pell Grants, the institution must have selected the recipient of the grant. If the institution is given control of the monies but is not allowed to select the recipient of the grant, the funds should be reported in the agency funds group rather than in the current funds group. Pell grants should be included in this exhibit.

3. Except for "Student Exchange" and "Work Study - External," expenditures on Exhibit 19 are limited to expenditures for outright grants to enrolled students of the institution. Payments in the form of loans and payments for which work is required in return are not included. Payments of stipends to individuals who are not enrolled students should not be included on Exhibit 19 but should be reported as expenses of the program providing the stipends.

4. Tuition waivers should include any waivers of required fees and room and board, as well as tuition.

Exhibit 20 - Auxiliary Enterprises

A. Content and Definitions:

Auxiliary enterprises are entities that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, but not necessarily equal to, the cost of the service. The distinguishing characteristic of auxiliary enterprises is that they are managed as self-supporting operations. Operations designed to serve the institution and its organizational units internally should be classified as internal service departments. Operations designed to serve individuals or groups external to the institution should be classified as public service or community education.

Residence halls, food services, student stores, and bookstores should be reported under auxiliary enterprises. Health services should be included to the extent the institution charges a fee to provide the service. If the institution does not provide health services and merely acts as the fiscal agent for the student by contracting with an insurance agency, the fee revenue and expenditures must be reflected in Exhibit 15.

B. Instructions:

1. Examples of the kind of programs that should be included in this subcategory and programs which have been specifically identified as belonging in this subcategory are listed in Appendix J.

2. The Military Institute, the School for the Visually Disabled, and the School for the Deaf, should submit a separate "A" exhibit for each enterprise since these activities may be supported by land and permanent fund income.

3. Merchandise and foodstuffs purchased for a resale should be separately identified. Items drawn from inventory are reflected as expense when issued.

4. Such special items as payments on a management contract or payments for dormitory phones should be separately identified.

5. The auxiliary enterprise's share of these costs should be direct charged here and not included in the comparable direct expenditures on Exhibit 14.

6. The auxiliary enterprise should be charged with appropriate shares of Institutional Support and Operation and maintenance of Plant costs.

7. Provision should be made for renewals and replacements by transferring appropriate amounts to Exhibit II in Plant Funds. Such transfer should not include the provision for reserves required by bond indentures, which should be transfered from I and G.

Exhibit 21 - Intercollegiate Athletics

A. Content and Definitions:

Intramurals are not to be included on Exhibit 21, but should instead be reflected on Exhibit 15.

B. Instructions:

1. All revenues generated either by individual sports or from general sources should be reported. All expenditures, balances, and transfers shown should reflect the entire athletic function.

2. Beginning and ending balance, utility costs, charge for institutional support and operation and maintenance of plant, and work study are to be reported on Exhibit 21.

3. An individual Exhibit 21A is to be used for athletic administration expenses, followed by individual exhibits showing football, basketball and other men's sports and showing all women's sports as one entity.

4. Revenues by each individual sport are to be shown on separate lines. The amount of general revenue being allocated to the specific sport, or the amount of general revenue the sport is contributing to the general revenue is to be separately identified.

5. Utility costs are not charged to each individual sport.

6. A section of the exhibit should be used to show a recapitulation of expenditures reflected on all 21A sections.

Exhibit 22 - Independent Operations

A. Content and Definitions:

This function includes activities that are separate from the primary mission of the institution, although they may indirectly contribute to the enhancement of these programs. Organizational units classified as independent operations are listed in Appendix K.

B. Instructions:

1. Revenues are to be identified by inserting side headings, according to the standard classification and the standard sequence, for those categories to be reflected.

2. Indirect cost recovery is not to be included in the revenue items.

3. The independent operation should be charged with appropriate shares of Institutional Support and Operation and Maintenance of Plant costs. The independent operation's share of these costs should be direct charged here and not included in the comparable direct expenditures on Exhibit 14.

Part 5

PLANT FUNDS BUDGET

Instructions for Individual Exhibits

Exhibit I - Capital Outlay

A. Content and Definitions

The capital outlay exhibit reflects expenditures for both major and minor projects that generally will increase the institution's investment in plant account. This exhibit is to contain two sections: one for allocated funds, and one for unallocated funds. Funds are allocated by action of the institution's governing board, by appropriation, or by a third party funding source. Any other funds are unallocated. Purchases of equipment costing $10,000 or more must be budgeted in this exhibit. Equipment purchases costing less than $10,000 may be budgeted in capital outlay according to individual institutional policies.

B. Instructions

1. Balances, revenues, transfers, and expenditures are to be reported separately for allocated and unallocated funds.

2. Funds are allocated by action of the institution's governing board, by appropriation, or by a third party funding source. Any other funds are unallocated.

3. Revenues should be itemized by source of funds.

4. Transfers should be itemized by budget exhibit.

5. Expenditures should be listed separately for major projects and minor project. Major projects are those requiring CHE approval according to CHE regulation.

6. Lease-to-own agreements or lease/purchase agreements for capitalizable equipment or property should be displayed as an expense in this exhibit.

Exhibit II - Renewals and Replacements

A. Content and Definitions

The renewals and replacements exhibit generally reflects expenditures for projects that do not increase the institution's investment in plant.

B. Instructions

1. Revenues should be itemized by source of funds.

2. Transfers should be itemized by budget exhibit.

3. The portion of the state appropriation for I&G resulting from the Building Renewals and Replacements formula must be transferred to this exhibit. The Equipment Replacement formula should not be transferred to this exhibit. Instead, it should be transferred and expended in the appropriate current funds exhibit or in the capital outlay exhibit.

Exhibit III - Retirement of Indebtedness

A. Content and Definitions

Revenues, transfers, and expenditures associated with the repayment of bond issues or the retirement of the institution's debts are reflected in this exhibit.

B. Instructions

1. Revenues should be itemized by source of funds.

2. Transfers should be itemized by budget exhibit.

3. Expenditures for principal payments, interest, service fees, and recalls should be listed separately.

4. The date, original bond issue amount, and the balance due for each bond issue should be listed at the bottom of this exhibit.

Part 6

INFORMATION EXHIBITS

Information exhibits summarize the data extracted from the accounting records and budget documents of the state educational institutions. The exhibits are intended to contribute to a better understanding of the financial operations of universities and colleges, to enhance decision making, and to serve as a management tool for self-review and analysis. The Commission on Higher Education finds the exhibits especially useful when providing comparative statistics to university and community college administrators, representatives of state and local agencies, and policy makers.

Exhibit a - Summary of Current Funds Revenue by Source

Total revenues from each source from Exhibits 2 and Exhibits 15 through 22 are reported on Exhibit a. After each source has been determined and accounted for, the total current funds revenue should cross reference with the total current funds revenue on Exhibit 1, Summary of Current Funds Revenues.

The restricted and unrestricted revenue sources in Exhibit a should include the main headings listed in the following table. Each main heading should also contain the subheadings listed under Tuition and Fees.

	Revised Budget		Proposed Budget	
	Unrestricted	Restricted	Unrestricted	Restricted
Tuition and Fees				
Instruction and General				
Student Social and Cultural				
Research				
Public Service				
Internal Service Departments				
Student Aid, Grants, Stipends				
Auxiliary Enterprises				
Intercollegiate Athletics				
Independent Operations				
TOTAL				
Federal Government Appropriations				
State Government Appropriations				
Local Government Appropriations				
Federal Government Grants & Contracts				
State Government Grants & Contracts				
Local Government Grants & Contracts				
Private Gifts, Grants, & Contracts				
Endowments, Land & Permanent Funds				
Sales and Services				
Other Sources				
Total Current Funds Revenue				
Instruction and General				
Student Social and Cultural				
Research				
Public Service				
Internal Service Departments				
Student Aid, Grants, Stipends				
Auxiliary Enterprises				
Intercollegiate Athletics				
Independent Operations				
Grand Total Summary of Current Funds Rev.				

Exhibit b - Summary of Salaries in All Current Funds

Use exhibits 10A through 22A to provide a report of total full-time equivalent employees and salary dollar statistics by salary category. Use the following salary categories to construct the exhibit.

	Revised Budget Unrestricted		Restricted		Proposed Budget Unrestricted		Restricted	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
Faculty Salaries								
Instruction								
Academic Support								
Student Services								
Institutional Support								
Operation & Maintenance of Plant								
Student Social & Cultural								
Research								
Public Service								
Internal Service								
Auxiliary Enterprises								
Athletics								
Independent Operations								
TOTAL								
Professional Salaries								
Support Staff Salaries								
GA/TA Salaries								
Student Salaries								
Federal Work Study Salaries								
State Work Study Salaries								
Other Salaries								
Summary of Total Salaries								
Faculty Salaries								
Professional Salaries								
Support Staff Salaries								
GA/TA Salaries								
Student Salaries								
Federal Work Study Salaries								
State Work Study Salaries								
Other Salaries								
GRAND TOTAL								

Exhibit c - Proposed Salary Increases

Please submit this exhibit with the proposed operating budget. The report should include the proposed percentage salary increases of returning employees by salary category.

	Proposed Percentage Salary Increase
Returning Faculty Adjunct Faculty Returning Professional Staff (FLSA exempt) Returning Support Staff (FLSA non-exempt) GA/TA Students	

Exhibit d - Tuition, Summer Session, Required Fees, Revenue from Fees and Board Rates

	Revised Budget	Proposed Budget
REGULAR SEMESTER		
Undergraduate Tuition		
Part-time Students (Hourly Rate)		
Resident In-District		
Resident Out-of-District		
Non-Resident		
Full-time Students (per semester)		
Resident In-District		
Resident Out-of-District		
Non-Resident		
Summer Session		
Hourly Tuition Rate		
Graduate Tuition		
Part-time Students (Hourly Rate)		
Resident In-District		
Resident Out-of-District		
Non-Resident		
Full-time Students (per semester)		
Resident In-District		
Resident Out-of-District		
Non-Resident		
Summer Session		
Hourly Tuition Rate		
Required Fees (Itemize Uses)		
Full-time Students		
Part-time Students		
Non-Resident		
Total Tuition & Required Fees		
Full-time Undergraduate		
Resident In-District		
Resident Out-of-District		
Non-Resident		
Full-time Graduate		
Resident In-District		
Resident Out-of-District		
Non-Resident		
Room Rates		
Maximum Rate		
Minimum Rate		
Board Rates		
Maximum Plan		
Minimum Plan		

Exhibit e - Salaries of Principal Officers

The salary of each chief officer should be reported in the following format. For each position the title and last name should also be listed.

	Revised Budget	Proposed Budget
Exhibit 11		
Chief Librarian		
Deans of Academic Administration		
Exhibit 12		
Financial Aid Administration		
Admissions		
Student Records		
Dean of Students		
Placement/Career Planning		
ABE Administrator		
Exhibit 13		
President		
Chief Academic Officer		
Chief Business Officer		
Chief Student Affairs Officer		
Other Vice Presidents(Itemized)		
Exhibit 22		
Chief Officer of Each Independent Operation		
Other Exhibits		
Head of Research or Public Service Unit Receiving State Appropriation		
Director of Athletics		
Head Football Coach		
Head Basketball Coach		

Exhibit f - Perkins Student Loan Fund (NDSL)

Show the amount of the federal grant for the NDSL program and the amount of the institutional required match. This item should cross reference with the data reported in Exhibit 1A and Exhibit 2.

Exhibit g - Investment in Plant

This report should only include the actual audited balances that occur in the general ledger accounts. Do not complete estimates in the proposed operating budget. This exhibit is to be reported only with the Report of Actuals.

	Revised Budget	Proposed Budget
Grounds Buildings Equipment Library Construction in Progress		

Appendix A

Programs to be Reported in Instruction -- Exhibit 10

Occupational & Vocational Instruction

Engineering Technology
Agricultural Institute
Vocational Technical Services

Special Session Instruction

Summer Session
Interim Session
Workshops

Appendix B

Programs to Be Reported in Academic Support -- Exhibit 11

Audio Visual Services

- Instructional Media
- Audio Visual Services
- Instructional Development Services Center

Ancillary Support

- Manzanita Center
- Animal Science Farm
- Poultry Husbandry Farm
- Reading Center
- Counseling Center
- Nursing School
- Speech & Hearing Clinic
- Meat Laboratory
- Speech and Hearing Center
- Child Development Center
- Agriculture Laboratory

Academic Administration and Personnel Development

- Graduate School
- Academic Dean
- Graduate Division
- School of Management
- College of Business
- College of Education
- College of Engineering
- College of Fine Arts
- School of Law
- University College
- Continuing Ed. Administration
- School of Architecture & Planning
- College of Pharmacy
- College of Nursing
- College of Education & Technology
- Graduate Dean
- College of Arts & Sciences
- Dean - Graduate School
- Dean - Arts & Sciences
- Dean - Education
- Dean - Agriculture & Home Economics
- Dean - Business Administration
- Instructional Projects
- Dean - Human & Community Services
- Honors - Administration
- VIMAX - Administration
- Dean - Engineering
- Associate Academic Vice President

Appendix C

Student Services - Exhibit 12

Supplemental Educational Services

College Opportunity Program
Special Services for Disadvantaged Students
Drop-In Laboratories
Learning and Advising

Counseling and Career Guidance

Dean of Students
Guidance and Counseling
International Services
Testing Division
Women's Coordinating
Cooperative Education Center
Chicano Student Services
Black Studies when no SCH's are generated
Office of Veterans' Affairs
Placement Office
Dean of Women
Director of Student Services
Placement Office
Counseling Center
Native American Studies
Ethnic Affairs
Campus Services
Pre-College Counseling
Assistance and Testing

Appendix D

Programs to Be Reported in Institutional Support -- Exhibit 13

Executive Management

- President
- Academic Provost
- Vice President for Student Affairs
- Associate Provost - Research
- University Council
- Academic Office
- Vice President for Development
- Vice President for Business and/or Administration
- Faculty Senate
- Administrative Operations
- Associate Provost - Regional Affairs
- Board of Regents
- Legal Services
- Executive Vice President
- Institutional Research
- Board of Trustees

Fiscal Operations

- Comptroller
- Surety Bond
- External Audit
- Accounting office
- Budget Office
- Business Office
- Office of Grants and Contracts
- Internal Auditor

General Administrative Services

- Personnel
- E.E.O. Office

Logistical Services

- Purchasing
- Postal Services
- Mail Services
- Insurance
- Safety Operations
- Communications Services
- Architect's Office
- Fidelity Bonds
- Printing
- Copy Services
- Police & Parking
- Telephone

Appendix D - Continued

Institutional Support - Exhibit 13

Community Relations

Public Information
Development
Publications
Dues and Memberships
Administrative Publications
Reception and Entertainment
Information Services
Public Information
Public Affairs
Alumni
Summer Session Publications
Commencement and Lectures
Rental of Facilities
Accrediting Association
Catalogs
Schedules of Classes

Appendix E

Programs to Be Reported in Physical Plant – Exhibit 14

Physical Plant Administration

Property Insurance
Repair of Buildings
Carpentry
Custodial Services
Maintenance
Heating and Air Conditioning
Supervision
Fire Station
Repair of Furniture
Mechanical
Electrical
Ground Maintenance
Warehousing

Utilities

Electricity
Fuel (heating and/or cooling)
Water
Refuse removal
Sewer and Waste

Appendix F

Programs to Be Reported in Student Social and Cultural - Exhibit 15

Student Government
Student Publications
Entertainment Series
Intramural Sports
Orchestra and Band
Dramatics
Debate
Student Organizations

Appendix G

Programs to Be Reported in Research - Exhibit 16

General Research
Llano Estacado Center
Water Resources Research
Institute of Meteorology
Civil Engineering Research
Bureau of Engineering
Center for Business Services
Engineering Experiment Station
Contract Archeology
Physical Science Laboratory
Energy Research
Salmon Site
Other Research
Arts and Sciences Research Center
Institute for Applied Science
Education Research Center
TERA Group
Environmental Institute
NASA and DOE
Cancer Research & Treatment Center
Agriculture Experiment Station
Range Management Task Force
Energy Research & Development
Petroleum Recovery
Geophysical Research Center
Department of Research
NSF
Other DOD
Solar Energy Institute

Appendix H

Programs to Be Reported in Public Service - Exhibit 17

Public Television Stations
Upward Bound
Visiting Scientist Program
Science Fair
Educational TV
Institute of Public Law
Argentine Services
Southwest Area Learning
Center for International Programs
Indian Development Program
Multi-Cultural Education Center
Poison Control Center
College Prep Program
University Publications
Performing Arts Series
Cooperative Extension
Public Finance Research
Cooperative Farm Services
Real Estate Management
ERIC - CRESS Seminar
University Press
Health Care Services
Egypt Project
Academy of Science
International Connoisseurs of Chile
Bureau of Educational Planning
Musical Events
Bus Driver Training
Police Science Workshop
Small Business Development Centers
Elder hostel

Appendix I

Programs to Be Reported in Internal Services - Exhibit 18

Duplicating Center
Central Supplies
Cylinder Gas
Glassblower
Photo Services
Printing Plant
Psychology Animal
Surplus Property
Statistics Center
University Press
Computer Center
Data Processing
Ford Utilities Center
Golf Carts
Instruments/Lockers
Irrigation Service
Liquid Nitrogen
I.D. Cards
Vehicles
TERA Cost Centers

Appendix J

Programs to Be Reported in Auxiliary Enterprises - Exhibit 20

Apartments
Dining Hall
Housing Administration
Golf Course
Residence Halls
Corbett Center
Facilities Rental
Health Center
Natatorium
Student Health Center
Pan American Center
Union Recreation
Allied Auxiliaries
Bookstore
Married Housing
Housing Maintenance
Concessions
Student Union
Food Services
Parking Services
Residence Halls
Recreation Center
Student Pharmacy
Gymnasium
Faculty Housing
Memorial Center
Canteen

Appendix K

Programs to Be Reported in Independent Operations - Exhibit 22

New Mexico Department of Agriculture
Bureau of Mines
State Mining Inspector
Carrie Tingley Hospital
Children's Psychiatric Hospital
Housestaff
Mental Health Center
Office of the Medical Investigator
University Physicians' Associates

STAFF

Bruce D. Hamlett
Executive Director

Delinda Andermann
Administrator

Karen Beezhold
Programmer

Katherine B. Cantrell
Senior Fiscal Analyst

Charlotte Cooper
Co-op Education Director, Program Analyst

Elizabeth Jenkins
Associate Director, Policy Analysis

Angela Martinez
Systems Analyst

Monica Medrano
Accounts Administrator

Joyce Morgan
Program Manager, Financial Aid and Student Services

Tim Sanchez
Project SUCCESS Director

Robyn Reede
Administrative Secretary

Laurie Wilder
Information Systems Director

Patsy Abeyta
Budget Officer

Diana Baca
Administrative Secretary

Vacant
Private School Administrator

Kari Cole
Government Relations

Miguel Hidalgo
Capital Projects Director

Kathleen Mangini
Administrator III

Christina Martinez
Administrative Secretary

Lillian Montoya-Rael
Deputy Director, Financial Aid and Student Services

Curtis Porter
Deputy Director, Finance and Administration

Bill Simpson
Deputy Director, Educational Programs

Susan Stratton
Fiscal Analyst

Kenneth Williams
Program Manager, Financial Aid and Student Services